

**REGULAR MEETING OF THE COMMON COUNCIL
OF THE CITY OF PLATTSBURGH, NEW YORK**

May 9, 2013

5:30 P.M.

MINUTES

Present: Mayor Donald Kasprzak, Councilors Tim Carpenter (W1), Mark Tiffer (W2), George Rabideau (W3), Jim Calnon (W4), Chris Case (W5), Chris Jackson (W6)

Absent: None

1. MINUTES OF THE PREVIOUS MEETING:

RESOLVED: That the Minutes of the regular meeting of the Common Council held on April 25, 2013 are approved and placed on file among the public records of the City Clerk's Office.

By Councilor Carpenter; Seconded by Councilor Case

Roll call: Councilors Carpenter, Tiffer, Rabideau, Calnon, Case, Jackson

(All voted in the affirmative)

2. PAYROLLS OF VARIOUS DEPARTMENTS:

RESOLVED: That the payrolls of the various Departments of the City of Plattsburgh for the week ending May 8, 2013 in the amount of \$ 276,743.22 are authorized and allowed and the Mayor and the City Clerk are hereby empowered and directed to sign warrants drawn on the City Chamberlain for the payment thereof.

By Councilor Carpenter; Seconded by Councilor Jackson

Roll call: Councilors Carpenter, Tiffer, Rabideau, Calnon, Case, Jackson

(All voted in the affirmative)

3. REPORTS OF CITY OFFICES & COMMITTEE REPORTS:

- Report of Fire and Ambulance Responses for the week of April 25 – May 8, 2013
- Report from the Building Inspector's Office April 22 – May 7, 2013
- Statements of cash receipts from the Library from April 10 – April 23, 2013
- Report of the Infrastructure Committee meeting held on May 2, 2013

RESOLVED: That the reports as listed are hereby ordered, received and placed on file among the public records of the City Clerk's Office.

By Councilor Carpenter; Seconded by Councilor Rabideau

Roll call: Councilors Carpenter, Tiffer, Rabideau, Calnon, Case, Jackson

(All voted in the affirmative)

4. **CORRESPONDENCE & RECOMMENDATIONS FROM BOARDS: None**

5. **AUDIT OF CLAIMS:**

RESOLVED: That the bills Audited by the Common Council in the amount of \$ 679,592.02 are authorized and allowed and the Mayor and City Clerk (where required) are hereby authorized and directed to sign warrants drawn on the City Chamberlain for the payment thereof.

By Councilor Rabideau; Seconded by Councilor Carpenter
Roll call: Councilors Carpenter, Tiffer, Rabideau, Calnon, Case, Jackson
(All voted in the affirmative)

6. **PERSONS ADDRESSING COUNCIL:**

Shaun O'Connell said and I represent People for Positive Action and I've got with me some friends and members of the group. Mary Alice Shemo, my husband John Allen and Debra Buell. I just wanted to kind of put faces on our group. Our group is a civic action group it is to promote environmental health, social health, political health to do whatever we find is a positive action for our community. So what we have proposed is to kind of reclaim a wild area, waste area behind the Farmers Market going down to the Saranac River between the two bridges. And kind of clean up the shore, clean up the lawn, plant some flowers, plant some trees. All of course after talking to Mr. Brodi about everything we might do. And then hopefully get participation from the city or maybe other civic groups. Maybe somebody will donate a park bench but all again after talking to Mr. Brodi. That's what we are proposing.

Mayor Kasprzak said we appreciate your involvement last year in an area and you've expanded your interest which we appreciate. I know you've talked to a number of department heads to and also Councilor Case has been involved with you and he's given you some direction and advice too. Without folks like all of you this really doesn't get done because we can't do everything and be everywhere. We all appreciate it very much. I've known you for many years and you've done a lot of these types of things and I personally appreciate it too.

Councilor Carpenter said I just had a quick comment. You're looking for projects and things done so I gotta believe you have an idea of what to do. The high schools have National Honor Societies and one of the things to join that is the kids have to do a project. And I know from experience a great many of them have a hard time trying to figure out what to do because they don't know what direction to go. I would ask that you get in touch with the high schools and let them know what you might be interested in having done. You would probably get kids come up and be more than happy to do it.

Shaun O'Connell said I love that idea and actually last year our group planted 3 trees downtown in the green way between Margaret and Durkee. And one of the members of the group's daughter goes to PHS and she needed a Key Club project just like that. So she watered the trees until the snow fall that's how long we were told we needed to water them. And she and her mom and dad staked the trees. So it already happened once.

Mayor Kasprzak said also John just told me he has a contact that may be helpful for you as well about some tree planting possibilities with a local corporation that has an interest in doing it they are just looking for

people to help them too.

Shaun O'Connell said and just real quick about the trees there's a couple of reason for the trees. Trees are beautiful. The bank there is very steep and very eroded and the trees will strengthen the bank. And I was talking to Don Lee from Trout Unlimited and he says he wants us to plant some trees that will make shade because fish like the shade. So that's kind of the reasoning behind planting the trees.

7. OTHER ITEMS:

Motion to remove items 7A and 7B from the Table.

By Councilor Tiffer; Seconded by Councilor Case

Roll call: Councilors Carpenter, Tiffer, Rabideau, Calnon, Case, Jackson

(All voted in the affirmative)

ACTION TAKEN: Adopted

A. RESOLVED: In accordance with the request therefore the Common Council approves Patricia Dimon to hold the CancerBGone 5k and a Zumbathon at the City Recreation Center and a one mile race on US Oval to benefit the Fitzpatrick Cancer Center on August 10, 2013.

Discussion:

Councilor Carpenter said in the work session we had asked Steve about it and you said that you had changed what was going to go on with the race. Do we need to amend the motion?

Mayor Kasprzak said Councilor Carpenter Beth had asked Councilor Calnon that and I think out of simplicity he told her to read it that way.

Councilor Calnon said we took the route out of it and left that in Steve's hands at this point.

Roll call: Councilors Carpenter, Tiffer, Rabideau, Calnon, Case, Jackson

(All voted in the affirmative)

ACTION TAKEN: Adopted

Follow up Action: None

Mayor Kasprzak withdrew Resolution 7B because after the City Chamberlain's discussion with our Bond Council they've determined that these improvements cannot be included in this capital project.

B. RESOLVED: In accordance with the request therefore the Common Council approves the City Chamberlain to revise capital project H3410.36 "2011 Public Service Building Improvements" based on the request from the Superintendent of Public Works to reallocate a portion of the cost for lighting improvements to provide for furnace repairs at the public works facility.

Discussion: None

Roll call: None

ACTION TAKEN: Withdrawn

Follow up Action: None

C. RESOLVED: In accordance with the request therefore the Common Council approves the City Chamberlain to transfer \$3,500 from the 2013 Contingency budget to the Parks & Beautification Riverwalk budget line item for the estimated program activity for the year.

By Councilor Tiffer; Seconded by Councilor Rabideau

Discussion: None

Roll call: Councilors Carpenter, Tiffer, Rabideau, Calnon, Case, Jackson

(All voted in the affirmative)

ACTION TAKEN: Adopted

Follow up Action: None

D. RESOLVED: In accordance with the request therefore the Common Council approves the City Chamberlain to create capital project H8320.74, 2013 Water System Upgrade, authorizing the water distribution system work approved for expenditure in the 2013 Capital Expenditure Plan.

By Councilor Case; Seconded by Councilor Jackson

Discussion:

Councilor Carpenter said do we have a time line for when this will start and when it should be done?

Mayor Kasprzak said Mr. Ruff isn't here. I don't know the dates but it's something that is going to move as quickly as possible.

Roll call: Councilors Carpenter, Tiffer, Rabideau, Calnon, Case, Jackson

(All voted in the affirmative)

ACTION TAKEN: Adopted

Follow up Action: None

E. RESOLVED: that the Mayor be and is authorized to approve and sign the appropriate documents which will effect the transfer and loan of the USS Lake Champlain ship's bell to the City of Plattsburgh, its installation within a memorial setting at "Peace Point," and a formal dedication ceremony during the 2014 Commemorative weekend.

By Councilor Calnon; Seconded by Councilor Jackson

Discussion: None

Roll call: Councilors Carpenter, Tiffer, Rabideau, Calnon, Case, Jackson

(All voted in the affirmative)

ACTION TAKEN: Adopted

Follow up Action: None

F. RESOLVED: In accordance with the request therefore the Common Council approves the First Baptist Church to use Trinity Park on the evenings of August 5 - August 8, 2013 from 6:30 pm to 8:00 pm to have games and other activities as part of their Vacation Bible School program.

By Councilor Jackson; Seconded by Councilor Case

Discussion: None

Roll call: Councilors Carpenter, Tiffer, Rabideau, Calnon, Case, Jackson

(All voted in the affirmative)

ACTION TAKEN: Adopted

Follow up Action: None

G. RESOLVED: In accordance with the request therefore the Common Council approves MLD to advertise for sealed bid for PMLD Bid No. 2013-6-1 "46 kV Breaker Testing/Commissioning-Phase 2." Bid opening date: July 9, 2013 at 2:00 pm.

By Councilor Jackson; Seconded by Councilor Case

Discussion: None

Roll call: Councilors Carpenter, Tiffer, Rabideau, Calnon, Case, Jackson

(All voted in the affirmative)

ACTION TAKEN: Adopted

Follow up Action: None

H. RESOLVED: In accordance with the request therefore the Common Council approves MLD to advertise for sealed bid for PMLD Bid No. 2013-5-2 "46kV Breaker Replacement Construction-Phase 2." Bid opening date: June 21, 2013 at 2:00 pm.

By Councilor Jackson; Seconded by Councilor Rabideau

Discussion: None

Roll call: Councilors Carpenter, Tiffer, Rabideau, Calnon, Case, Jackson

(All voted in the affirmative)

ACTION TAKEN: Adopted

Follow up Action: None

I. RESOLVED: In accordance with the request therefore the Common Council approves MLD to advertise for sealed bid for PMLD Bid No. 2013-5-3 "Replacement 46/115 kV Transmission Line Construction." Bid opening date: June 21, 2013 at 2:00 pm.

By Councilor Jackson; Seconded by Councilor Calnon

Discussion: None

Roll call: Councilors Carpenter, Tiffer, Rabideau, Calnon, Case, Jackson

(All voted in the affirmative)

ACTION TAKEN: Adopted

Follow up Action: None

J. RESOLVED: In accordance with the request therefore the Common Council approves the recommendation by the Mayor and the City Chamberlain to place the City's property, casualty and

liability insurance coverage for a three year period with the Trident/Argonaut Insurance Group through Marshall & Sterling Insurance, subject to annual review and acceptance by the Common Council, and to renew the current coverage for the initial term of July 6, 2013 through July 6, 2014, based on the attached proposal for that term.

By Councilor Calnon; Seconded by Councilor Rabideau
Discussion:

Councilor Calnon said I just wanted to point out that the bid on this was extremely low compared to the higher bid. It was a tremendous difference in the bids. They've given us good service for the past couple of years anyway and the fact that they came at a very good price pleases me.

Mayor Kasprzak said I think one of the decisions that we all made together, some of you weren't here but you continued it, is that we have bid city services on the important items since we've all worked together. And it has resulted in tremendous savings not only here but in the banking bid and the healthcare bid and all these other things. Those are not glamorous things and the public really doesn't understand whether people do it or not. The bottom line in this is, and Councilor Calnon's right, we've have saved a significant amount of money since we've started bidding particularly the insurance end and the second bid was I think approximately \$160,000 higher than the winning bid. That doesn't always present itself to be a popular thing to do when you have other companies who don't win the bid. But on the other hand we work for the tax payers and we try to spend their money to the best of our ability and the fact that the coverage here for much less money still is an outstanding value as well as the same level if not a little bit more improved just goes to show how responsible we try to be. It's the right thing to do.

Roll call: Councilors Carpenter, Tiffer, Rabideau, Calnon, Case, Jackson
(All voted in the affirmative)

ACTION TAKEN: Adopted

Follow up Action: None

K. RESOLVED: In accordance with the request therefore the Common Council approves the Adopt-A-Spot Program to grant "People for Positive Action" permission to adopt the area behind Plattsburgh Farmers Market down to Saranac River between Bridge Street Bridge and Broad Street Bridge to clean up debris, plant grass, etc. No work shall commence without the approval of Superintendent of Public Works Mike Brodi.

By Councilor Case; Seconded by Councilor Jackson

Discussion: None

Roll call: Councilors Carpenter, Tiffer, Rabideau, Calnon, Case, Jackson

(All voted in the affirmative)

ACTION TAKEN: Adopted

Follow up Action: None

L. RESOLVED: In accordance with the request therefore the Common Council approves Jim Snook of the American Heart Association to hold a volleyball tournament at the Plattsburgh City Beach on Saturday July 27 from 9-5pm.

By Councilor Tiffer; Seconded by Councilor Calnon

Discussion: None

Roll call: Councilors Carpenter, Tiffer, Rabideau, Calnon, Case, Jackson
(All voted in the affirmative)

ACTION TAKEN: Adopted

Follow up Action: None

M. RESOLVED: In accordance with the request therefore the Common Council approves the City Chamberlain to revise capital project H5110.30 “2010 General Street Resurfacing” based on the cost revision submitted by the City Engineer to increase the design and right-of-way cost portion of the South Catherine Street project.

By Councilor Rabideau; Seconded by Councilor Carpenter

Discussion: None

Roll call: Councilors Carpenter, Tiffer, Rabideau, Calnon, Case, Jackson
(All voted in the affirmative)

ACTION TAKEN: Adopted

Follow up Action: None

N. Motion to waive rule 4 for initial consideration “Request from the Community Development Office that Project HRLF #67 (305 Margaret St) be awarded to Michael Racine for the total amount of \$140, 000,” “Request from Bill Treacy Manager MLD that Bid No 2013-3-2 “Sale of Salvaged and Scrap Materials” be awarded to Environmental Resource Controller for \$1.90 per pound for copper and \$0.17 per pound for aluminum.”

By Councilor Jackson; Seconded by Councilor Tiffer

Discussion: None

Roll call: Councilors Carpenter, Tiffer, Rabideau, Calnon, Case, Jackson
(All voted in the affirmative)

ACTION TAKEN: Adopted

RESOLVED: In accordance with the request therefore the Common Council approves that Project HRLF #67 (305 Margaret St) be awarded to Michael Racine for the total amount of \$140,000.

By Councilor Jackson; Seconded by Councilor Carpenter

Discussion: None

Roll call: Councilors Carpenter, Tiffer, Rabideau, Calnon, Case, Jackson
(All voted in the affirmative)

ACTION TAKEN: Adopted

RESOLVED: In accordance with the request therefore the Common Council approves that Bid No 2013-3-2 “Sale of Salvaged and Scrap Materials” be awarded to Environmental Resource Controller for \$1.90 per pound for copper and \$0.17 per pound for aluminum.

By Councilor Jackson; Seconded by Councilor Calnon

Discussion: None

Roll call: Councilors Carpenter, Tiffer, Rabideau, Calnon, Case, Jackson
(All voted in the affirmative)

ACTION TAKEN: Adopted

8. TRAVEL REQUEST: None

9. RESOLUTIONS FOR INITIAL CONSIDERATION:

1. Request from the Community Development Office that Project HRLF #67 (305 Margaret St) be awarded to Michael Racine for the total amount of \$140,000. **(Move to Agenda under “Other Items” Letter N)**
2. Request from Bill Treacy Manager MLD that Bid No 2013-3-2 “Sale of Salvaged and Scrap Materials” be awarded to Environmental Resource Controller for \$1.90 per pound for copper and \$0.17 per pound for aluminum. **(Move to Agenda under “Other Items” Letter N)**

10. NEW BUSINESS:

Councilor Carpenter introduced the new Plattsburgh Public Library Director Anne de la Chappelle.

Library Director Anne de la Chappelle said I’m really happy to be at the Plattsburgh Public Library. I was the Director down at Westport for a long time so I’m part of the whole Library system up here so it’s not all new, but, a lot of it is. But I’m really happy to be here and I hope you will all come to the Library and say hello. We’re looking forward to a lot of really good publicity, good things, good budget balancing. All this stuff that we’ve all been reading about we’re really looking to make some positive changes. So we look to all of you for your input and support. The door’s always open. Thank you.

Motion to Adjourn by Councilor Jackson; Seconded by Councilor Tiffer

Roll call: Councilors Carpenter, Tiffer, Rabideau, Calnon, Case, Jackson

(All voted in the affirmative)

MEETING ADJOURNED: 5:47 pm

Insurance RFP: April 26, 2013
City of Plattsburgh
41 City Hall Place
Plattsburgh, NY 12901
Attn: Mayor Kasprzak

Re: 2013-14 Insurance Proposal

Dear Mayor Kasprzak

We are pleased to offer the enclosed proposal for the July 6, 2013 insurance renewal for the City of Plattsburgh. Coverage continues to be through Trident/Argonaut Insurance Group, with coverage enhancements replacing Boiler and Machinery from Hartford Steam Boiler to Chubb Insurance. Marshall & Sterling (M&S) has been proud to service the insurance and risk management requirements for the City since 2008, providing stability and predictability to your insurance program, including annual cost savings in excess of \$200,000/year. Trident/Argonaut and Marshall & Sterling continue to provide exceptional loss control and claims support to maintain low premiums and achieve consistent results, in partnership with the City Chamberlain and various departments.

In addition to consistent premium savings, policy enhancements include:

- Dam coverage (downstream) for Liability
- First Dollar claims expense for General Liability
- Defense costs in addition to General Liability Limit
- Umbrella limits increased from \$1 million to \$5 million
- Aggregate Limits of Liability per location
- Public Officials and Employment Related Practices Liability coverage benefits
- Agreement to employ Claudia Ryan's firm for all Employment related lawsuits
- Property limit increase of \$10 million per the 2009 appraisal

Premium/fee History:

| | |
|-------------------------------------------|--------------------------------------------------------|
| <u>07-08 Prior to M&S</u> | <u>\$439,795 (\$406,214 + \$33,581 Capitalization)</u> |
| 08-09 1 st year M&S w/Trident: | \$268,287 |
| 09-10 M&S w/Trident: | \$208,531 |
| 10-11 M&S w/Trident: | \$225,975 (property values increased by \$10 million) |
| 11-12 M&S w/Trident: | \$209,748 |
| 12-13 M&S w/Trident | \$222,851 |

Risk Management, Claims and Service initiatives:

- 2011-12: Richard Marks, City Chamberlain and Susan Lasher, M&S conducted an analysis of all auto/equipment schedules, eliminating approximately 45 vehicles from the schedule and annual return premium exceeding \$12,000
- Vehicle/Equipment schedules emailed directly to various department heads to assure updated schedules are maintained
- Annual policy and claims review/analysis, identifying new exposures and updating schedules, providing additional premium savings
- Risk Management initiatives-ongoing to manage and contain costs – including Employee Handbooks; OSHA reporting; implementing certificate of insurance and additional insured/waivers of subrogation process
- Property Appraisal 4/30/2009 at no cost to the City of Plattsburgh
- Survey of all dams to satisfy reinsurance requirements, 10/2008
- Implementation of Trident's and M&S' online risk management programs
- Claims protocols and key claims contacts/advocates established. Centralization and coordination of the claims handling through the City Chamberlain and City Clerk to avoid delays and potential claim problems

Marshall & Sterling looks forward to the opportunity to continue to serve the insurance and risk management requirements for the City. We believe our partnership together has enabled us to achieve impressive outcomes from both a cost and risk management perspective. Marshall & Sterling's collective experience with over 100 public entities up to the size of the City of New Haven enables us to bring the most innovative approaches for the benefit of the City of Plattsburgh. We welcome any questions and the opportunity to discuss our proposal and service plans.

Sincerely,



Kenneth Grey
President and Branch Manager
Marshall & Sterling Upstate, Inc.
300 Route 23B, Leeds., N.Y. 12451
Tel (518) 943-3900 ext. 17
Fax (518) 943-7440

cc: Lorraine Emerick, VP of Operations and Client Services
Sue Lasher, Senior Account Service Representative

CITY OF PLATTSBURGH

REQUEST FOR PROPOSAL

FOR

PROPERTY, CASUALTY AND LIABILITY
INSURANCE COVERAGE

Purpose of the RFP:

This request for proposals is for the purpose of selecting a property, casualty and liability (PCL) insurance carrier to provide PCL insurance coverage for the taxpayers, officials and employees of the City of Plattsburgh (City). The City maintains PCL insurance coverage through Trident Insurance Services LLC brokered by Marshall & Sterling Upstate at 300 Route 23B, Leeds, NY 12451.

Brief Description of the City:

Number of Employees: 240-310 depending on season

Property: 6.6 square mile area with 65 miles of paved roads and 42 locations with buildings and business property including: 3 reservoirs with dams (one dam rated class C – high hazard), an electric distribution utility, a water filtration plant, a water pollution control plant, 7 vehicle bridges, 3 foot bridges, 5 athletic field parks, 2 boat docks with launches a municipal beach, a convention center, a skate park and a dog park.

Common Council: Six members elected at large to three year terms

Ward 1 - Timothy Carpenter
Ward 2 - Mark Tiffer
Ward 3 - George Rabideau
Ward 4 - James Calnon
Ward 5 - Christopher Case
Ward 6 - Christopher Jackson

Management:

| | |
|-----------------------------|---------------------|
| Mayor (elected 3 year term) | Donald M. Kasprzak |
| Building Inspector | Joseph McMahon |
| City Assessor | Derek Rosenbaum |
| City Chamberlain | Richard Marks |
| City Clerk | Keith Herkalo |
| City Engineer | Kevin Farrington |
| Community Development | John Clute, Esq. |
| Corporation Counsel | John Clute, Esq. |
| Environmental Engineer | Jon Ruff |
| Fire Chief | Vacant |
| Human Resource Director | Ann Chase |
| Municipal Lighting Manager | William Treacy |
| Police Chief | Desmond Racicot |
| Public Library Director | Vacant |
| Public Works Superintendent | Arsene (Mike) Brodi |
| Recreation Superintendent | Stephen Peters |

Budget: The 2013 General Fund Budget of \$23,527,065 and the total city-wide budget of \$53,274,087 was adopted by the Common Council on January 10th, 2013.

The following is a list of the City's funds and departments within those funds and the employee operations by department and the corresponding budget for the 2013 budget year including all compensation, expenses, employee benefits and debt service:

| <u>Fund</u> | <u>Department</u> | <u>Continuing Operations</u> | <u>2013 Budget</u> |
|--------------|------------------------|----------------------------------|--------------------|
| General Fund | Common Council | Legislative & policy | \$ 62,550 |
| | Traffic Violations | Parking enforcement | 40,925 |
| | Mayor | Mayor, clerical & cont svc | 206,580 |
| | Finance & Prop Tax | Admin, clerical & cont svc | 393,984 |
| | Assessment | Admin, clerical & inspection | 125,892 |
| | Clerk & Elections | Admin, clerical & cont svc | 196,348 |
| | Corp. Counsel | Attorney | 251,525 |
| | Human Resources | Policy & clerical | 84,462 |
| | Engineer | Engineering & clerical | 77,967 |
| | Muni Bldgs & Court | Building contract services | 104,020 |
| | Data Processing | Systems & clerical | 421,298 |
| | Police Department | Mgt, officers & cont svc | 4,401,669 |
| | Animal Control | Contract service | 40,000 |
| | School Crossing | Crossing guards | 53,350 |
| | Fire Department | Mgt & firefighters & EMTS | 2,692,253 |
| | Building Inspector | Mgt & inspectors | 258,769 |
| | Bingo Inspector | Inspector | 2,050 |
| | Street Admin | Mgt & clerical | 111,934 |
| | Street Maintenance | Public works functions | 635,908 |
| | Snow & Ice | Public works functions | 329,926 |
| | Community Dev | Clerical & inspection | 88,067 |
| | System Admin | IT network services | 58,006 |
| | Recreation Admin | Mgt & clerical | 223,438 |
| | City Historian | Clerical | 7,250 |
| | Zoning | Legislative & policy | 7,200 |
| | Traffic, street lights | Contract services | 240,000 |
| | Waste Collection | Public works functions | 531,337 |
| | Parks & Beaut | Public works functions | 129,194 |
| | Contingencies | Potential claims & losses | 163,057 |
| | Employee Benefits | All benefits | 8,208,535 |
| | Inter-fund support | Library, recreation & capital | 1,352,427 |
| | Inter-fund transfer | Debt service transfer | <u>2,027,144</u> |
| | Total General | | <u>23,527,065</u> |

| | | | |
|--------------------|---------------------|-----------------------------|------------------|
| Rec Complex | Administration | Mgt, clerical & cont svc | 174,772 |
| | City Beach | Lifeguards & contract svc | 75,900 |
| | Crete Center | Recreation staff & cont svc | 171,450 |
| | City Gym | Recreation staff & cont svc | 194,151 |
| | Promotions | Contract services | 15,000 |
| | Employee Benefits | All benefits | 117,040 |
| | Inter-fund transfer | Debt service transfer | <u>82,589</u> |
| | Total Rec Complex | | <u>830,902</u> |
| Parking Lot | Maintenance | Public works & cont svc | 77,295 |
| | Employee Benefits | All benefits | 9,716 |
| | Inter-fund transfer | Debt service transfer | <u>4,844</u> |
| | Total Parking Lot | | <u>91,855</u> |
| Water | Administration | Mgt, clerical & cont svc | 705,140 |
| | Source of Supply | Water works & cont svc | 190,569 |
| | Purification | Water works & cont svc | 406,476 |
| | Trans & Dist | Public works & cont svc | 833,946 |
| | Employee Benefits | All benefits | 761,540 |
| | Inter-fund support | General Fund | 197,625 |
| | Inter-fund transfer | Debt service transfer | <u>320,366</u> |
| | Total Water | | <u>3,415,662</u> |
| Sewer | Administration | Mgt, clerical & cont svc | 537,523 |
| | Sanitary Sewer | Public works & cont svc | 919,697 |
| | Pollution Control | Sanitary sewer works & svc | 2,655,618 |
| | Employee Benefits | All benefits | 1,182,429 |
| | Inter-fund support | General Fund & capital | 554,513 |
| | Inter-fund transfer | Debt service transfer | <u>19,620</u> |
| | Total Sewer | | <u>5,869,400</u> |
| Library | Admin & Ops | Mgt, clerical & cont svc | 646,256 |
| | Employee Benefits | All benefits | 312,258 |
| | Inter-fund transfer | Debt service transfer | <u>40,226</u> |
| | Total Library | | <u>998,740</u> |
| Debt Service | Debt Service | Serial bond obligations | <u>2,542,790</u> |
| Municipal Lighting | Administration | Mgt, clerical & cont svc | 1,864,934 |
| | Meter Reading | Meter reading & maint | 296,568 |
| | Line and System | Line work & contract svc | 2,513,286 |

| | | |
|-----------|--------------------------------------|----------------------|
| | Power transmission Purchased power | 7,956,184 |
| | Employee Benefits All benefits | 1,469,913 |
| | Inter-fund support General Fund | 600,000 |
| | Debt Service Serial bond obligations | <u>1,296,789</u> |
| | Total Municipal Lighting | <u>15,997,674</u> |
| All Funds | Total Operations Budget | <u>\$ 53,274,087</u> |

Scope:

PCL insurance coverage shall be provided in accordance with General Municipal Law, the requirements of the New York State insurance laws and any other applicable regulations.

Duration:

An approximate three-year term of service is contemplated, said term being subject to an annual review and recommendation of the Mayor and the City Chamberlain for acceptance by the Common Council. It is proposed that the initial term of services will commence on July 6th, 2013 and end on July 6th, 2014.

Qualifications and Experience of the PCL insurance carriers:

PCL insurance carriers submitting proposals through insurance agents should be of a sufficient size to ensure stability and responsiveness during the duration. Firms submitting proposals shall provide information about their size as well as their local government and school district experience. A listing of local government and school district references is requested.

Reporting and Supplies:

Electronic claim reporting facilities are preferred and are requested, if available, otherwise printed claim forms shall be furnished by the successful carrier at no cost to the City. Quarterly loss run reports are required to be made available for analysis and a semi-annual claims review is desired to analyze potential exposure of cost increases to the City.

Inquiries:

All inquiries concerning this RFP should be directed to:

Richard Marks, City Chamberlain
Telephone number: 518-563-7704 extension 7403

Requirements for Proposals:

All proposals must be received by the City Clerk no later than Friday, April 26th, 2013, at 2:00 p.m. Any proposals received after this deadline will be returned to the proposing firm unopened.

Each firm shall submit one original proposal and two copies to the following address:

Keith Herkalo
City Clerk
City of Plattsburgh
41 City Hall Place
Plattsburgh, NY 12901

The envelope should be labeled "PCL Insurance Proposal".

All proposals and accompanying documentation become the property of the City of Plattsburgh. The City shall not divulge any information presented in the RFP to anyone without the written approval of the firm.

Proposed Evaluation Process:

April 29th through May 15th: Proposals evaluated and references checked

May 23rd: Chamberlain's office proposes award to Common Council for initial consideration at the Common Council meeting of even date

June 6th: Common Council designates PCL carrier at the Common Council meeting of even date with an effective date of July 6th, 2013.

THE CITY OF PLATTSBURGH RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL PROPOSALS OR ANY PARTS OF PROPOSALS.

Criteria for Selection:

The information provided on the "PCL Insurance Proposal", along with references from municipalities and school districts in New York State will be the criteria for selection. Location of the carrier company will also be considered.

PCL INSURANCE PROPOSAL

Name of Carrier: Trident/Argonaut; Chubb

Agent location that will serve the City: Leeds, NY

Duration: (Period) From: July 6, 2013 to July 6, 2014

Premium Calculations:

| Policy | Coverage | Limit | Value | Deductible | Premium |
|-------------------|------------------------------------|---------------|-------------|------------|--------------------|
| Property | Building | \$101,000,000 | Replacement | \$100,000 | |
| | Contents | \$ 27,000,000 | " | \$100,000 | |
| | Equipment | | | | |
| | breakdown | \$128,000,000 | " | \$100,000 | |
| | Earthquake | \$ 1,000,000 | " | \$ 50,000 | |
| | Flood | \$ 1,000,000 | " | \$ 50,000 | |
| | Computer equip. | \$ 1,600,000 | " | \$ 2,500 | |
| | Comm. equip. | \$ 75,000 | " | \$ 2,500 | |
| | Fine arts | \$ 76,000 | " | \$ 2,500 | |
| | Extra expense/ business inc. | \$ 250,000 | | \$ 2,500 | <u>\$81,086.92</u> |
| Inland Marine | Street equip. | \$ 870,000 | Replacement | \$ 2,500 | |
| | Scheduled equip. | \$ 760,000 | " | \$ 2,500 | |
| | Hired equipment | \$ 500,000 | " | \$ 2,500 | |
| | Comm. equip. | \$ 190,000 | " | \$ 2,500 | |
| | Office equip. | \$ 5,000 | " | \$ 2,500 | |
| | Unscheduled eq. | \$ 10,000 | " | \$ 1,000 | <u>\$2,356.00</u> |
| General Liability | Per occurrence | \$ 1,000,000 | | \$100,000 | |
| | Personal injury | \$ 1,000,000 | | \$100,000 | |
| | Advert. injury | \$ 1,000,000 | | \$100,000 | |
| | General agg. | \$ 3,000,000 | | \$100,000 | |
| | Products/comp./ operations agg. | \$ 3,000,000 | | \$100,000 | |
| | OCP occurrence | \$ 1,000,000 | | None | |
| | OCP aggregate | \$ 1,000,000 | | None | |
| | Employee ben. | \$ 1,000,000 | | \$ 1,000 | |
| | Emp. ben. agg. | \$ 1,000,000 | | \$ 1,000 | <u>\$26,173.00</u> |

| Policy | Coverage | Limit | Value | Deductible | Premium |
|------------------|-------------------------------|--------------|---------------------|------------|--------------------|
| Business Auto | Liability limit | \$ 1,000,000 | | None | |
| | Uninsured | \$ 1,000,000 | | None | |
| | Underinsured | \$ 1,000,000 | | None | |
| | Personal (PIP) | \$ 50,000 | | None | |
| | Additional PIP | \$ 100,000 | | None | |
| | NY opt. B.E.L. | \$ 25,000 | | None | |
| | NY mutual aid | \$ 1,000,000 | | None | |
| | NY emer. veh. | Included | | None | |
| | Hired car damage | \$ 35,000 | | \$ 1,000 | |
| | Collision 30 veh. | \$ 4,000,000 | Replacement | \$ 1,000 | |
| | Coll. 160 vehicles | \$ 4,100,000 | Cash value | \$ 1,000 | |
| | Comprehensive scheduled veh | | | \$ 1,000 | <u>\$82,206.00</u> |
| Crime | Emp. dishonesty | \$ 250,000 | | \$ 1,000 | |
| | Emp. dishonesty - Chamberlain | \$ 250,000 | | \$ 1,000 | |
| | Forgery/alteration | \$ 10,000 | | \$ 1,000 | |
| | Theft - inside | \$ 20,000 | | \$ 500 | |
| | Theft - outside | \$ 20,000 | | \$ 500 | |
| | | | | | <u>\$1,527.00</u> |
| Public Officials | Wrongful act | \$ 1,000,000 | Claims made | \$100,000 | |
| | Annual aggregate | \$ 3,000,000 | " | \$100,000 | |
| | Employment wrongful act | \$ 1,000,000 | " | \$100,000 | |
| | Emp. wrongful act - aggregate | \$ 3,000,000 | " | \$100,000 | |
| | | | | | <u>\$15,658.00</u> |
| Law Enforcement | Wrongful act | \$ 1,000,000 | Occurrence | \$100,000 | |
| | Annual aggreg. | \$ 3,000,000 | " | \$100,000 | <u>\$11,274.00</u> |
| Excess Liability | Each occurred | \$ 5,000,000 | | | |
| | Annual aggregate | \$ 5,000,000 | | | |
| | Self insured | \$ 10,000 | Retention | | |
| | Auto liability | \$ 1,000,000 | Underlying coverage | | |
| | Gen. liability | \$ 1,000,000 | " | | |
| | Public officials | \$ 1,000,000 | " | | |
| | Law liability | \$ 1,000,000 | " | | <u>\$22,305.00</u> |

Name, title, location, and telephone number of agent/carrier contact person(s):

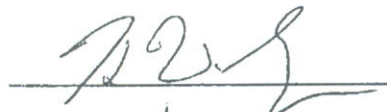
Ken Grey, President ; Saratoga/Leeds, NY 518-943-3900

Lorraine Emerick, VP of Operations and Client Services; Leeds, NY 518-943-3900

Susan Lasher, Senior Account Service Representative; Leeds, NY 518-943-3900

Karen Lockrow, Claims Manager; Leeds, NY 518-943-3900

Signature

 Kenneth W. Grey President /
Branch Mgr.

Date

April 22, 2013

References

A list of six municipalities or New York State schools presently served by the carrier is to be provided. The city, for the purpose of establishing a reference for the carrier, may contact the carrier's clients. This list should include the following information for each client:

- Name
- Address
- Contact Person
- Telephone Number

Non-Collusion Clause

All proposals must have a signed non-collusion statement that certifies that the proposal has not been arrived at collusively or otherwise in violation of Federal or State antitrust laws. A sample copy has been enclosed for your convenience.

Annual Report

All responding carriers must include its most recent annual report.

Additional and/or Alternative Services

Additional services or alternatives should be included as an addendum to the proposal submitted. It is requested that the addendum be as concise as possible.

Account Representative Biography

A brief biography, including relevant experience, of the account representative and other key individuals may be included as part of the proposal, but it is not a requirement.

COVERAGE HIGHLIGHTS

| COVERAGE DESCRIPTION | LIMIT |
|-----------------------------------------------------------------------------------------------------|-----------------------------------|
| PROPERTY: | |
| Accounts Receivable | \$100,000 |
| Building Ordinance or Law: Loss to Undamaged Portion of Building | Building Limit |
| Building Ordinance or Law: Demolition Cost Coverage | \$100,000 |
| Building Ordinance or Law: Increased Cost of Constructioon | \$500,000 |
| Changes in Temperature or Humitidy | \$50,000 |
| Commandeered Property | \$100,000 |
| Detached Signs | \$5,000 |
| Electrical Damage | \$50,000 |
| Flagpoles | \$5,000 |
| Foundations | Included |
| Glass | Included |
| Glass Display or Trophy Cases | \$5,000 |
| Grounds Maintenance Equipment | \$50,000 |
| Newly Acquired or Constructed Property: Building | \$1,000,000 |
| Newly Acquired or Constructed Property: Personal Property | \$500,000 |
| Off Premises Utility Failure | \$50,000 |
| Pollutant Clean up and Removal | \$25,000 |
| Sewer Backup | Included |
| Valuable Papers | \$100,000 |
| GENERAL LIABILITY: | |
| Emergency Medical Technicians, Paramedics, Ambulance Attendants, Ambulance Drivers and Firefighters | Included |
| Limited Pollution Liability Coverage for Water and Sewer Utilities | Included |
| Aggregate Limit Per Location | Included |
| Wheeled Sports/Recreation (skateboard park) | Included |
| Designated Professional Services for John Clute, Keving Farrington & Jon Russ | Included |
| Limited Failure to Supply for Water & Sewer Utilities | Included |
| Dams over 25 Feet in Height or any Levees, Dikes | Included |
| Emergency Medical Service | Included |
| Fire District or Department | Included |
| Firework Display or Exhibition | Included |
| Golf Course | Included |
| Public Electrict Utility | Included |
| Public Water Utility | Included |
| Sewer System | Included |
| Watercraft Liability | Included |
| "Pay on Behalf" Form | Included |
| Defense Costs | In Addition to Limit of Liability |

| COVERAGE DESCRIPTION | LIMIT |
|-------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| BUSINESS AUTO: | |
| New York Mutual Aid Endorsement | Included |
| New York Emergency Vehicles – Volunteer Firefighters and Workers Injuries | Included |
| Automatic Liability for ANY AUTO the entity owns during the policy period | Included |
| CRIME: | |
| Includes Tax Collector and Treasurers as Employees | Included |
| PUBLIC OFFICIALS: | |
| EEOC Non-Monetary Defense Costs | \$50,000/\$100,000 Aggregate |
| Designated Professional Services for Corporate Counsel, John Clute | Included |
| Lost Wages | \$50,000 |
| “Pay On Behalf” Form | Included |
| Civil Rights Violations | Included |
| Licensing & Permitting Coverage | Included |
| Zoning Coverage | Included |
| Dams over 25 Feet in Height or any Levves, Diks | Included |
| Emergency Medical Service | Included |
| Fire District or Department | Included |
| Firework Display or Exhibition | Included |
| Golf Course | Included |
| Public Electric Utility | Included |
| Public Water Utility | Included |
| Sewer System | Included |
| LAW ENFORCEMENT: | |
| “Pay On Behalf” Form | Included |
| Authorized Moonlighting | Included |
| Civil Rights Violations | Included |
| False Arrest/Wrongful Imprisonment | Included |
| False or Improper Service or Process | Included |
| Property Damage | Included |
| EXCESS LIABILITY: | |
| Extends Coverage Over: General Liability, Public Officials Liability, Law Enforcement Liability and Commercial Auto Liability | Included |

REFERENCES

County of Saratoga
40 McMaster Street
Ballston Spa, NY 12020
Spencer P. Hellwig, County Administrator
Ryan Moore, Management Analyst
(518) 884-4742

City of Saratoga Springs
474 Broadway
Saratoga Springs, NY 12866
John Franck, Commissioner of Accounts
(518) 587-3550

Town of Queensbury
742 Bay Road
Queensbury, NY 12804
Barbara Tierney, Budget Officer
(518) 761-8240

Town of Wilton
22 Traver Road
Gansevoort, NY 12831
Arthur Johnson, Town & County Supervisor
(518) 587-1939

County of Greene
411 Main Street
Catskill, NY 12414
Carol Stevens, County Attorney
(518) 719-3540

Town of Niskayuna
One Niskayuna Circle
Niskayuna, NY 12309
Paul Sebesta, Comptroller
(518) 386-4506

Hudson Valley Community College
80 Vandenberg Ave
Troy, NY 12180
Joel Fatato, Vice President of Finance
(518) 629-4890

NON-COLLUSIVE BIDDING CERTIFICATION

a) By responding to this RFP, each proposer and each person signing on behalf of any proposer certifies, and in the case of a joint proposal each party thereto certifies as to its own organization, under penalty of perjury, that to the best of their knowledge and belief:

- 1) The terms listed on this RFP have been arrived at independently, without collusion, consultation, communication, or agreement, as to any matter relating to such terms with any other proposer or with any competitor; and
- 2) Unless otherwise required by law, the terms which have been quoted in this RFP have not been knowingly disclosed by the proposer and will not knowingly be disclosed by the proposer prior to the opening directly or indirectly, to any other proposer or to any competitor; and
- 3) No communication has been made or will be made by the proposer to induce any other person, or entity to submit or not to submit any responses in whole or in part to this RFP.

Signed: _____



Title: _____

President

Company: _____

Marshall & Sterling Upstate, Inc.

Address: _____

300 Rte 23 B, Leeds NY 12451

and 8 Circular St, Saratoga Springs, NY 12866

Phone: _____

(518) 943-3900

Fax: _____

(518) 943-7440

Dated: _____

April 22, 2013